



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY		
PRISON OFFENDER MANUAL		
REVISION DATE	PAGE NUMBER	NUMBER
1/1/16	1 of 11	DOC 710.400
TITLE	CORRECTIONAL INDUSTRIES CLASS II EMPLOYMENT	

REVIEW/REVISION HISTORY:

Effective: 5/26/00
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SUMMARY OF REVISION/REVIEW:

Major changes, read carefully

APPROVED:

Signature on file

DAN PACHOLKE, Secretary
Department of Corrections

12/23/15
Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-80](#); [ACA 4-4457](#); [ACA 4-4458](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 700.000 Work Programs for Offenders](#)

POLICY:

- I. Department operations will balance the needs of industries operations, security interests of the facilities, and employment needs of offenders. [4-4457]
- II. The Department will operate a comprehensive, fair employment system that supports production and operating needs while using employment as a means to reduce the risk-related employment factors of offenders.
- III. Correctional Industries (CI) Class II employment is voluntary for offenders.

DIRECTIVE:

- I. Responsibilities
 - A. Each facility will:
 1. Identify a position that will maintain offender electronic records relative to CI employment.
 2. Designate a CI Class II facility liaison to ensure that each CI Class II industry has a ready pool of screened applicants and that CI workforce demographics reflect the demographics of the facility population. [4-4457]
 - B. The offender's Counselor will:
 1. Prior to assignment, consider Return on Training Investment (RTI), which is determined by CI and based on the Standard Occupational Classification (SOC) codes.
 - a. The RTI is equal to 4 times the SOC code Job Zone training period.
 2. Work closely with CI during assignment and at each review to ensure the offender has sufficient time to complete his/her RTI.
 3. Inform the CI General Manager if an offender will be promoted or transferred.



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- a. A hold may be established by CI to allow sufficient time to train a replacement.
- C. A list of CI positions, the RTIs, and training periods will be approved by the CI Offender Workforce Development Manager and maintained by the General Manager at each CI facility.
 - 1. When assigning offenders, every effort will be made to ensure that offenders at Medium facilities have an ERD between 2 and 7 years and will not be promoted or transferred prior to release.
 - a. Training holds may be overridden by the Senior Administrator of Operations for Offender Change. Offenders with a CI training hold will be transferred only as a last resort.
 - 2. Minimum facilities are exempt from these requirements.

II. Industry Responsibility

- A. Each CI Class II business will establish a written job description on DOC 10-102 Offender Job Description for each position based on the SOC code, using a consistent format and approved by the Offender Workforce Development Manager.
- B. The CI General Manager will ensure that a list of currently available jobs with their education and skill requirements is periodically prepared and provided to offenders by the Classification Counselors or other designated institutional personnel.

III. Screening, Application, and Selection

- A. Offenders will meet the following requirements to be considered for any position within CI Class II. Any exceptions must be approved by the Site Manager/designee and submitted to the Superintendent/designee for consideration and approval.
 - 1. A minimum of 12 months since disposition of a guilty finding for any Category A infraction or drug related infraction.
 - 2. A minimum of 6 months since disposition of a guilty finding for any other serious infraction.
 - 3. No pending dispositions for any serious infractions.



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4. Completion of the Incoming Transport/Job Screening Checklist by the screening committee when the offender transfers to the facility.
 5. A minimum of 2 years since any escape, excluding absconding supervision in the community or absence from Work Release with voluntary return within 24 hours.
 6. An expressed voluntary interest in being considered for Class II positions, including a completed DOC 10-031 Correctional Industries Application for Employment and DOC 10-114 Correctional Industries Program Application and Recommendations Referral.
 - a. The offender will request DOC 10-031 Correctional Industries Application for Employment from his/her Counselor, who will initiate DOC 10-114 Correctional Industries Program Application and Recommendations Referral.
 7. A demonstrated fulfillment of the criteria and additional minimum requirements established by the industry and the facility, including Health Status Report clearance.
 8. Offenders terminated for any cause from a CI position will require the General Manager's approval for a new Class II assignment,
 9. Offenders with an Immigration and Customs Enforcement (ICE) hold are not eligible for assignment to CI.
- B. Each facility will establish criteria to screen applications, including:
1. Minimum requirements set by the industry, such as, but not limited to:
 - a. Physical capacity.
 - b. Minimum qualifications in reading, writing, and/or math requirements.
 - c. Education, training, and experience.
 - 1) Offenders who possess a high school diploma or a General Educational Development (GED) certificate will be given priority when applying for a CI job.
 - d. Vocational certification directly linked to CI Class II industries.
 - e. Identified needs from the Offender Needs Assessment.



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- f. Completion of all mandatory programming required by the facility
- 2. Additional requirements for Level 3 positions.
 - a. Must have completed or be enrolled in "Makin' It Work" or completed "Thinking for a Change".
- 3. Additional requirements for Level 4 positions:
 - a. Must be in Level 3 status and possess either a vocational certificate relevant to the current position or a CI Certificate of Proficiency in the same job class.
 - b. Must be nominated by their supervisor and approved by the General Manager.
 - c. Will be rated on knowledge and ability, leadership, initiative, past job performance, and positive attitude.
 - d. Must have completed "Makin' It Work" or "Thinking for a Change". Exceptions may be granted by the Offender Workforce Manager, with the General Manager's approval, due to availability and timing of the class.
 - e. Must have a verified high school diploma, GED certificate, or passed the current High School Equivalency (HSE) exam.
- C. Each CI Class II business will establish a fair recruitment and hiring process, including:
 - 1. Assessment of education, training, and prior work experience. For offenders on an approved waiting list, priority may be given for past CI experience.
 - 2. The standardized selection process, including:
 - a. Interview or screening,
 - b. Skills assessment, and
 - c. Review of submitted application.
 - 3. Maintaining workforce diversity in line with the facility's population.
 - 4. Completing DOC 10-113 Correctional Industries Interview Results to document offenders interviewed and selected.



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IV. Classification and Compensation

A. Classification

1. Positions will be established based on the most economical organizational structure to ensure efficiency. [4-4458]
 2. Offenders with similar job assignments and skills will receive similar pay. Differences in compensation will be proportionate to differences in the difficulty, responsibility, and qualification requirements of the work.
 3. The skills assigned to a position will be consistent as to type and level, with higher level skills concentrated in higher level positions.

B. Offender Pay Rates

1. The hourly compensation rates for Range 1 are as follows:

<u>Level</u>	<u>Compensation Rate</u>
4	1.40 - 1.70
3	1.10 - 1.30
2	.90 - 1.05
1	.70 - .85
Probation	.65

2. The hourly compensation rates for Range 2, limited to off-site crews, are as follows:

<u>Level</u>	<u>Compensation Rate</u>
4	2.70
3	2.10
2	1.85
1	1.35
Probation	1.10

3. New hires must serve at least one calendar month at the Probation rate. An offender can be terminated for any reason during their probationary period with the approval of the General Manager and will not be considered a disciplinary action.

C. Grading Offender Jobs

1. Position grading will be consistent throughout CI.



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- a. Positions will be individually graded based on the level of the work performed, as determined by the factory supervisor and approved by the General Manager.
 - b. The factory supervisor will use the SOC code to determine the knowledge, skills, and abilities needed for each position based on the actual job duties.
 - c. Level 4 positions will be limited to no more than 25% of the total number of pay positions within a specific enterprise, excluding positions with a Job Zone Rating of 3 or higher as identified by their SOC code.
2. The factory supervisor will compile an Offender Job Shop Schedule to document the structure and levels of offender employment, listing all current jobs, titles, and pay levels.
 - a. The General Manager will review and approve the schedule and forward to the appropriate Assistant Director annually during the development of the budget forecast.
- D. Pay Increase and Promotion
1. Offender pay may be increased in \$.05 increments within the skill level, up to the maximum allowable per pay period for that level.
 - a. Pay increases require supervisor approval.
 - b. Increases of more than one step within the skill level require General Manager approval.
 2. Offenders may be promoted to a higher pay level appropriate to their skill and abilities as determined by their supervisor if the higher level position is available.
 - a. The supervisor will request the promotion using the Offender Performance Evaluation in Offender Management Network Information (OMNI).
 - b. Promotions require General Manager's approval.
 - c. If approved, the offender will start at the first step of the higher level.
- E. Compensation for Overtime Hours and Non-Work Time



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1. Offenders will be compensated at the rate of time and one half for all work performed and mandatory training in excess of the 40 hour work week, as required by the General Manager.
2. Offenders will be compensated for time spent in mandatory training required by the General Manager or in approved training offered by the Offender Workforce Development program. When possible, offenders should be placed in training occurring during normal CI factory hours.
3. Offenders will not be compensated for closure of operations, for any reason.
4. Offenders may only be compensated for time actually spent working or in training. Time spent in visiting, counseling, hearings, meal breaks, etc., will not be compensated.

V. Supervisory Responsibilities

A. Safety

1. Offenders will receive training or instruction for the safety requirements and duties of the position.
2. Safety training relevant to the job will be documented.

B. Quality Control and Performance Monitoring

1. Supervisors will provide offenders with timely information regarding:

- a. Work behavior, including, but not limited to:

- 1) Absenteeism or excessive tardiness.
 - 2) Problematic behavior with supervisors or co-workers.
 - 3) Failure to follow directions.
 - 4) Violation of shop rules.

- b. Quality of work, and
 - c. Productivity.

C. Performance Evaluations

1. CI Class II supervisors will complete an Offender Performance Evaluation in OMNI at least annually for each offender.
 - a. The following will be considered in evaluating performance:



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- 1) Technical performance,
- 2) Acquisition of technical skills,
- 3) Quality and quantity of work,
- 4) Application and use of safety equipment and safe practices,
- 5) Attitude,
- 6) Industriousness,
- 7) Demonstration of positive work ethic, including:
 - a) Punctuality and attendance,
 - b) Cooperation, and
 - c) Initiative.

2. The evaluation will be discussed with the offender and signed by the offender and the work supervisor. The work supervisor will also document the evaluation in the offender's electronic file.
 - a. The General Manager will ensure that every offender receives a performance evaluation and the evaluation is documented.

D. Corrective Action, Suspension, Termination, and Resignation

1. CI Class II Supervisors will:
 - a. Set expectations for work performance and behaviors for the offender, allowing him/her the opportunity to correct performance, when possible.
 - b. Document substandard performance before a decision to terminate.
 - c. Take action to correct or prevent unacceptable behavior and/or poor job performance. Corrective actions may include, but will not be limited to:
 - 1) Verbal reprimand.
 - 2) Corrective interview, setting expectations for job performance in the future.
 - 3) Written reprimand.
 - 4) Reduction in pay.
 - 5) Demotion.
 - 6) Infraction, if conduct violates rules or policy.
 - 7) Termination.
2. A guilty finding for a Category A serious infraction will be grounds for immediate termination.



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3. A guilty finding for any other serious infraction will be reviewed by classification, security, and the assigned work supervisor to determine appropriate actions, including:
 - a. Continued work in the assignment,
 - b. Transfer to a different work assignment, and
 - c. Termination.

VI. Offender Worker Responsibility

A. Offenders are required to:

1. Follow the rules of the workplace.
2. Maintain the minimum employment criteria, including conduct and other behavior or programming requirements established by the facility.
3. Give 2 weeks written notice when voluntarily leaving a job. CI Supervisors have the option to waive the notice and accept an immediate resignation.
4. Follow all safety practices, including wearing all required Personal Protective Equipment, and report any safety violations to their supervisor.

VII. Conduct and Security Restrictions

- A. An offender's assignment to CI Class II may be suspended based on security concerns including, but not limited to, an alleged infraction or a pending investigation.
1. The General Manager's approval is required for temporary suspension or termination.
- B. The Superintendent will make the decision in the event security employees and the General Manager cannot agree on the appropriate action.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:



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[DOC 10-031 Correctional Industries Application for Employment](#)

[DOC 10-102 Offender Job Description](#)

[DOC 10-113 Correctional Industries Interview Results](#)

[DOC 10-114 Correctional Industries Program Application and Recommendations Referral](#)

CLASS III OFFENDER COMPENSATION MATRIX

Hourly Rates

CAP - \$55.00 MONTH

ENTRY LEVEL		SENIOR LEVEL	
Steps	Hourly Wage Rates	Steps	Hourly Wage Rates
1 - 4	.27 - .30	9 - 12	.35 - .38
5 - 8	.31 - .34	13 - 16	.39 - .42 (635)

PREMISE:

The following provides a consistent pay scale in accordance with WAC 137-80 for Class 3 jobs as common to all prisons.

1. Policy requires that offenders work a minimum of 129 hours per month to be eligible for the \$55.00 monthly compensation.
2. If the \$55.00 monthly cap is met prior to the end of the month, offenders may still be required to complete remaining hours sans additional compensation.
3. The .42635 cent per hour topped out rate is derived by dividing \$55.00 monthly cap by the eligibility minimum of 129 hours worked to earn the cap.
4. Your current pay schemes fall into this matrix (unless you pay above .42 per hour or if you incentivize bonuses to reach \$55.00, the per-hour topped out cap will be lower).
5. You may need to make changes in offender payroll designations, the Orientation Supplemental Handbook, OM's, etc.
6. If you have a unique offender job you may of course submit a request to the Assistant Secretary for Prisons/Designee for approval. (Ex: CCCC has unique sustainability positions with its own approved matrix).

REIMBURSABLE COSTS MATRIX
For
CLASS IV (Off-Site) MASTER WORK CREW CONTRACTS & AGREEMENTS
 Reference: DOC Policy 700.400

OFFENDER HOURLY COMPENSATION	<u>DOC L & I HOURLY PREMIUM 2015</u>	MILEAGE REIMBURSEMENT	NON VEHICLE MAINTENANCE REIMBURSEMENT (EQUIPMENT & MATERIALS)	REIMBURSEMENT STAFF OVERTIME & BENEFITS
\$1.00 - \$1.50	\$0.3511	\$0.575	5-15%	RANGE 43-STEP M
<i>(Determine hourly gratuity based on the difficulty, complexity, specialization and or other factors for the work needed)</i>	<i>*Rate will change annually; do not calculate and include in offender hourly pay</i> <i>*Unless otherwise calculated by L&I Risk Classification</i>	<i>Rate will change periodically; do not calculate and include in offender hourly pay</i> <i>(See OFM Per-Diem Rate Map for current rate)</i>	<i>Negotiated rate; do not calculate and include in offender hourly pay</i> <i>(Reimbursable for use of state resources: Percent negotiated is based on the total contract amount)</i>	<i>(Calculations to consider only those facilities authorized for Assignment Pay: CBA Appendix F)</i>
Step 1. \$1.00				
Step 2. \$1.25				
Step 3. \$1.50				